

233 South Wacker Drive Suite 800 Chicago, Illinois 60606

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Sponsor Guidance for Projects Funded under CMAP's FFY 2013-14 Transportation Alternatives Program

Project Milestones

Funds for the Transportation Alternatives program will only be available for three years from the end of each federal fiscal year (for example, FY 13 funds will be available until the end of September 2016). Failure to keep projects on target to meet milestones could cause funding to lapse and become unavailable to the region. Failure to meet the milestones below will lead to your funding being withdrawn and reprogrammed. Only funds which have not received federal authorization will be withdrawn, but if a project has expended federal funds and is unable to complete the project, those funds may need to be repaid to FHWA.

Regardless of the fiscal year for which funding is programmed, the following milestones should be met. For projects not requiring easements or right-of-way (ROW) acquisition:

- By the end of February 2014, project sponsors must submit locally-executed agreements for Phase II Engineering to IDOT (if Phase II Engineering will be federally funded).
- By the end of April 2014, a Phase II Engineering kickoff meeting between the sponsor and IDOT's Bureau of Local Roads and Streets must have taken place.
- By June 19, 2015, pre-final plans must have been submitted to IDOT.
- By the end of September 2015, federal authorization of construction must have occurred.

For projects requiring easements or ROW acquisition, the following milestones should be met:

- By the end of February 2014, project sponsors must submit locally-executed agreements for Phase II Engineering to IDOT (if Phase II Engineering will be federally funded)
- By the end of April 2014, a Phase II Engineering kickoff meeting between the project sponsor and IDOT's Bureau of Local Roads and Streets must have taken place.
- By the end of June 2014, plats and legal documentation must have been prepared.
- By the end of September 2014, appraisals must have been prepared.
- By the end of March 2015, ROW negotiations must be concluded.
- By the end of June, 2016, pre-final plans must have been submitted to IDOT.
- By the end of September 2016, ROW must be certified by the IDOT Bureau of Land Acquisition.
- By the end of September 2016, federal authorization of construction must have occurred.

Because this is a new program with tight deadlines, CMAP staff will be requesting status updates regarding meeting these milestones after every milestone listed above. If three milestones are missed or it is clear that a project is falling severely behind schedule, CMAP staff will bring the project to the CMAP Transportation Committee to approve its removal from the



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program due to lack of progress. If the project is removed from the program, the funding will be reprogrammed towards another eligible project or used for cost increases. The project removed from the program will be eligible to reapply during a future call for projects if progress has been made towards accomplishment. As the process is completed, changes to the monitoring process may be made to accommodate ease of collection and providing of information.

Project Change Procedures - Scope and Cost

The maximum federal participation for TAP funded phases of a project is capped at 80%. However, even when a project has been thoroughly scoped, its cost estimate may escalate or the scope may need to change. The following procedures are in place to allow for project changes. All requested project changes should be done in writing to CMAP staff through your local PL. CMAP staff will make an assessment of the request and a determination of whether the request is approved.

Funds available for cost increases are very limited and staff will review each increase request. Cost increases should only be requested for the construction phase once pre-final plans are completed and the new costs are final.

TAP funding is programmed for only the project that was selected and the associated phases. Scope changes that propose different project limits that do not overlap with the previous scope, or that propose a different type of project, will not be considered. Funds cannot be transferred between project phases without approval from CMAP staff.